



**Add**  
**Change**  
**Delete**

**State of Utah**  
**Division of Finance**  
**Billing Profile**

Billing Code

**Requested by**

|            |            |
|------------|------------|
| Date       | MM/DD/YYYY |
| Name       |            |
| Department |            |
| Division   |            |
| Phone      |            |

**Remit to Address**

|            |       |     |
|------------|-------|-----|
| Department |       |     |
| Division   |       |     |
| Address    |       |     |
| City       | State | Zip |

**Pay to Organization**

|                   |
|-------------------|
| Organization Name |
| Contact Name      |
| Contact Phone     |

**Invoices Only**

Invoice/Statement

**Statements Only**

**Invoices and Statements**

Statement Day

Receivable Due Date Lag

Instruction Code

Billing Collection Code

**Agency Approvals:**

Agency Requestor

Date

Agency Chief Financial Officer  
or Agency Executive Director

Date

**FOR FINANCE USE ONLY**

Division of Finance Approval

Date

Entered By

Date